

## **CAPITAL IMPROVEMENT PROGRAM COMMITTEE (CIPC)**

Minutes for July 9, 2008

---

**Present:** CIP Members: Chairman David Smith, Dale Beland, Todd Mitchell, Mary Ellen Fitzgerald, Cynde Hertzog and Commission Liaison Joe Skinner. Staff: County Administrator Earl Mathers, Planning Director Greg Sullivan, County Planner Warren Vaughan, Commissioner Steve White (portion) and Glenda Howze.

---

The meeting was called to order at 7:04 AM in the Courthouse Community Room.

---

**Public Comment:** Planning Director Greg Sullivan addressed the committee and explained that he was giving them notice of a hearing pending before the County Commission on a resolution regarding infrastructure planning for the County. The resolution provides for a cooperative among the County and municipalities for infrastructure planning. It stems from Senate Bill 201, the statute on growth policy. The hope is to have the Commission committed to establishing a plan, putting it into the growth policy and cooperating with the cities on infrastructure planning. The City of Bozeman is signing the same resolution on July 21<sup>st</sup>. The City of Belgrade is starting to discuss this as well. Chairman Smith asked what the planners envision the next step being. Mr. Vaughan stated that right now there are lots of lines on the map. There is legislation that lays out the road map and incentives. He also explained that we're looking at growth areas in hopes of directing policies. There is lots of growth and planning going on in the triangle and the goal is to coordinate all of the moving parts. The first step is for the Commission to recognize the effort and the idea. The second step is a more formal sit down with the Commission and Councils as well as technical discussions with staff to break down the "idea" further. Mr. Sullivan explained that this is an opportunity to bring together all of the separate pieces into one big picture, to ensure that there is a link between projects. The political boundaries are obvious, but the physical boundaries are not always so obvious. Mr. Beland stated that this is a huge step forward, and demonstrates a huge culture shift between the County and Cities. This will serve the taxpayers well and is a commendable effort. Mr. Vaughan stated that there may still be a philosophical divide, but everyone is working together better than they have in the past. Mr. Sullivan stated that he understands what brought about the divide between the County and the City [of Bozeman] ten years ago but he would like to see the planning component come back together in some capacity. The City is going to put TDC's into their 20/20 plan to assist with the County's growth policy efforts. Mr. Vaughan stated that if anyone is interested in more conversation about this topic, they would be glad to talk about the "how-to's." The Planning Department will keep the CIP Committee in the loop as this project progresses.

**Approval of Minutes (June 25, 2008):** Mr. Beland requested that time stamp 7:12:19 be modified to say "Dale Beland asked for clarification..." rather than "is confused..." The committee agreed. Mr. Beland made a motion to approved the minutes as amended. Ms. Hertzog seconded the motion. All voted aye. Motion carried unanimously.

**Upcoming Term Vacancies: newcomers/possible training session; edited bylaws to reflect 3 year terms versus 2 year terms:** The committee discussed the term expirations. The large number of expiring terms at the same time is consistent with other boards. Mr. Beland suggested that three-year terms for some members may be a good idea because it takes a year for an individual to even get up to speed. Chairman Smith stated that the Chamber has one-year and three-year terms to allow some people to serve a short time if they want or need to and/or for others to determine if they are a good fit for the group as well. The committee agreed to leave the terms status quo.

**Work on grid for proposed projects at June meeting:** There are six additional projects that have come up since the project submittals were ranked. Finance Director Ed Blackman requested a recommendation on these projects by the second week of August. The 6 projects include: Detention Center HVAC, Detention Center roof, Law and Justice Center roof (portion not already repaired), Courthouse Annex roof, Courthouse Annex sprinklers, and Courthouse 1<sup>st</sup> floor bathrooms. Mr. Mathers explained that we have no choice but to fix the sprinklers issues at the Annex. We received a provisional occupancy permit contingent on the sprinklers repair. The cost is uncertain at this time but could be as much as \$100,000. Environmental Health has moved into the Annex and public health will follow soon. The provisional permit states that the County will move forward ASAP with the three sprinkler systems. Two of them may be merged. Chairman Smith stated that he is always amazed that the architects can give estimates and be so far off from the actual cost in the end. He also suggested that the next time the County considers purchasing a building; it needs to investigate the fire suppression system more thoroughly, and have it reviewed by an environmental engineer, structural engineer, etc., all ahead of time before the purchase is made. Mr. Mathers agreed that spending more money up front and investigating all of the building systems would have been a good idea. Chairman Smith stated that purchasing the building was a smart move and it is a good building regardless, but it would have been better to know these things up front and be able to budget for them on the front end. Mr. Mathers noted a similar situation with the 911/Fire Station and the ground source heat pump not being addressed up front when it should have been. Mr. Beland stated that he feels he should defend architects in general. There has been years of patching old facilities, doing retro-fits in old buildings for new systems, and if the right questions are not asked up front it makes it difficult for the architect to do their job. He stated that if you ask an architect for their opinion, that is what you will get and it makes the County look bad for not asking the right questions. Mr. Beland also noted that the FCI is based on an assessment of maintenance costs. The County is not fully exploiting this process. He suggested that the committee consider changing the role of maintenance and use it as a pre-acquisition estimate of condition. Mr. Beland stated that all of these new projects appear to meet the primary criteria of public health and safety except for the Courthouse bathroom. Mr. Mathers stated that these points are all well taken and that they are probably lessons learned that won't need to be applied for a long time to come. As far as the projects, some are a bit more urgent than others and some corrective action can be taken within the Facilities budget for others.

The Committee expressed concern about prioritizing these projects outside of the standard process but in conjunction with the other projects that were submitted and ranked within the process. This could hurt the credibility of the process. It was suggested that these 6 projects be kept separate from the others. Mr. Mitchell stated that he agrees they should be kept separate. The committee spent a lot of time on the other projects. Emergency items are always going to be there, but should be kept separate from the routine process. Ms. Hertzog questioned putting money aside in the future for such emergencies. Mr. Mathers stated that we have set some aside but not of the magnitude to deal with these items. He suggested that approximately \$100,000 has been set aside at this time. Mr. Beland suggested that if the jail goes down in November then possibly the Commission can put away the

additional new construction tax increases for capital projects. Perhaps the County could create a reserve for a capital fund for these things. It is imperative that the County find a way to set up a capital funding mechanism. Chairman Smith also noted that three of the six projects are on facilities that will be torn down “soon.” Commissioner White noted that there may be a possibility of the HVAC unit on the Detention Center being reused on the new one. He also stated that our expenses have continued to go up and revenues have gone down. Mr. Beland made a motion that the Committee recommend to the County Commission that these five projects, excluding the Courthouse bathrooms, are emergency, public health and safety issues and by definition should be separate and apart from the capital review process. Ms. Fitzgerald seconded the motion. All voted aye. Motion carried unanimously.

**Project Updates:**

Detention Center: The latest thing is the selection process for the Construction Manager at Risk general for the Detention Center and assistance with part of the analysis of bond issues. The County has completed the interview process and is now doing reference checks. The three responders were Martel, Dick Anderson and Langlas. Martel was selected and is in negotiations with the County for the contract. The Commission along with Mr. Watson presented the Master Plan to the Belgrade Chamber and the Bozeman Daily Chronicle editorial board. Jeff Sandholm with Dowling Sandholm Architects will have a 3D model of the master plan done shortly. There continues to be some issues with the Master Plan and the City of Bozeman as they continue to desire to move their building to the south west corner. Discussion continued regarding this matter. Commissioner White reported that it is up in the air at this time whether the County will lease or sell the property to the City. We are waiting for an appraisal to get a value per acre for the western side of the property. This is for sale of land for the building and secure parking and a lease for general parking that could be shared with the County in the future. Commissioner White stated that he doesn’t want to see them purchase an entire 5 acres and eventually have the county have to go to an elevated parking garage. It is important for the City to stay, but their facility and plans have to fall into the design of what the County wants to do with the land. The November ballot will only have the jail bond on it, and it is important that we have a united front for this issue. Mr. Beland noted that he is concerned that there is an ethics issue with Jeff Sandholm working for both the City and the County. Discussion regarding this potential conflict. Commissioner White stated that the CJCC has offered a unanimous endorsement of the Detention Center at the current site.

**The July 25<sup>th</sup> meeting was cancelled due to a lack of agenda items. Next meeting is August 13<sup>th</sup>.**

---

Respectfully Submitted,

---

Glenda Howze, Staff

---

David Smith, Chair